

# FACULTY REVIEW CHECKLIST

Rev. 5/8/15

This summary of accomplishments should record all significant professional activities, although individuals being considered for promotion will wish to stress accomplishments since the last promotion or initial appointment at present rank. Explain entries or supplement specified categories as necessary in order to provide accurate information. Retain the order and categories in this form, arranging materials in chronological order, but write NONE in sections for which you have no entry. Submit a current résumé (curriculum vitae) with the review form.

- I.** Name \_\_\_\_\_ Rank \_\_\_\_\_ Department \_\_\_\_\_
- A. Academic year and rank of first appointment here. \_\_\_\_\_
- B. Academic year of appointment to present rank. \_\_\_\_\_
- C. Number of years of full-time service in present rank, including the present year; give years by institution, if more than one. \_\_\_\_\_
- D. Dates of off-campus duty or any other assignments or leaves involving activity substantially different from regular duties, and brief description. \_\_\_\_\_
- E. Attach a copy of relevant college and department criteria statements.
- F. Submit copies (or a summary) of annual review materials and recommendations. This section should include (1) copies of the annual reviews since appointment or last promotion, and (2) three-year review report (if applicable). Assessment of collegiality in teaching, research and service should be included in these reviews.
- G. Personal Statement  
This statement should provide (1) a summary of the candidate's philosophy of teaching that includes a listing of accomplishments related to teaching excellence and what the candidate views as needs for further development; and (2) a summary of the candidate's research program, with an analysis of achievements to date and plans for the future. The reader should gather from this statement the candidate's major research thrusts; how the candidate's major works are related; why the candidate believes his/her line of inquiry is important; and his/her contributions to date. Finally, the statement should address the candidate's views on service and institutional building.
- H. Personnel File  
Include in this section any employment correspondence between the faculty member and the Department Chair and/or Dean that clearly indicated job responsibilities.

**II.** Teaching and Advising or Professional Performance  
Specify % of appointment by year

- A. Teaching and Advising
1. Courses taught (by semester) since initial appointment or last promotion (list chronologically).

Number	Title	Enrollment	Enrollment Year	Rating
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2. Master's Theses or Doctoral Dissertations Directed.

Student Name	Degree	Title of Thesis or Dissertation	Year Degree Awarded	<sup>1</sup> Placement of Student
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3. Advising (by semester or year) since initial appointment or last promotion.  
Describe advising duties and responsibilities, including any specific advising assignments, numbers of students advised, level of advisees, procedures and methods used, and any other details which indicate the range or quality of advising activities.
4. Other instructional activities.  
Describe any teaching or advising activities not listed above, such as honors students supervised, post-doctoral students supervised, creative or unusual techniques devised or employed in teaching, coordination of multisection courses, and participation in unit examination activities such as written or oral examinations for honors or graduate degree candidates.

5. Evidence of teaching effectiveness

a. Student evaluations

Include a tabulation of the following information (where available) from the standardized instructor evaluation form used by the Department, for each course taught since the initial appointment or the last promotion, whichever is pertinent (list chronologically by semester). Also, report for each course the scores for each core item from the evaluation. Trend graphs may also be presented.

**For On-Line Evaluations**

Course	Semester	Scores of 3 Core Items			Course GPA
		1	2	3	

**For Paper Evaluations (prior to 2011)**

Course	Semester	Scores of 5 Core Items					Course GPA
		1	2	3	4	5	

b. Peer evaluation of classroom teaching

The Department Chair is to insert a report on the peer evaluation of classroom teaching.

6. Other activities

- a. Describe all contributions and innovations for curriculum, course, and program development. Include cases, teaching supplements, and other classroom materials developed. Identify items in this section also listed in 6 above.
- b. List any honors and recognitions received for teaching, curriculum, course, or program development. Any publications or awards by supervised students should be noted.
- c. Describe activities, if any, intended to contribute to developing greater effectiveness as a teacher and advisor, e.g., teaching grants received, teaching development activities.
- d. Describe any other activities as evidence of teaching or advising performance.

B. Professional Performance

- 1. Submit a statement of work assignment(s) or professional duties, including information concerning primary responsibilities, employees supervised, patrons served, or other desired indication of work accomplished [see campus Evaluative Criteria document].
- 2. Provide evidence of experience in the area of professional responsibility and effectiveness in carrying out assigned duties; evidence of ability and willingness to accept additional responsibility; evidence of leadership.
- 3. Provide evidence of cooperation in dealing with personnel at all levels and evidence of efforts at self-improvement and development.
- 4. Provide evidence of innovations in program implementation; evidence of the development of special projects, resource tools, and (or) the use of creative techniques in the performance of duties; and evidence of initiative and resourcefulness in solving unit problems.
- 5. Provide evidence of ability to communicate effectively orally and in writing.
- 6. Provide evidence of professional effectiveness in the form of evaluations by clientele, peers, or self.

**III. Research, Publication, and Other Creative Activity**

Specify % of appointment by year

- A. List and describe creative endeavors other than those involving publication, such as individual concerts, shows, and performances; group performances; and other kinds of professional activity. Include information concerning kind of activity, location, audience, number of performances or period of show, and date. Identify juried shows and exhibitions.

- B. Books published. (Introductory textbooks, teaching supplements, and cases. If co-authored, indicate your role.

<u>Author</u>	<u>Title</u>	<u>Publisher</u>	<u>Year</u>	<u>Pages</u>
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- C. Articles in professional journals. Include complete bibliographic data for each entry. If co-authored, indicate your role.

1. Refereed.
2. Non-refereed.

- D. Papers and reports published. Include complete bibliographic data for each entry. Identify refereed papers, reports, and proceedings. If co-authored, indicate your role.

1. Papers presented at national or international meetings or conferences.
2. Papers presented at regional, state, or local meetings or conferences.
3. Written reports prepared for proprietary agencies on research done under contract or as a consultant.
3. Other papers and reports such as monographs, book reviews and publications in proceedings and newsletters.

- E. Support for research and sponsored programs.

1. Supply information on all external grants, contracts, and other kinds of funding for research (title of project, funding agency, period of support, annual and total dollar amounts, role of faculty member). Include a statement concerning degree of individual participation: half-time, percent, summer semester, etc.
2. Supply information on all research support and grants from the university; the college and the department. Include funds from university research reserve, computing time allowances, research services support, electron microscopy time, special grants, or UA Foundation grants. Include off-campus duty assignments and other full-time research assignments.

- F. Intellectual Property

1. Supply information relative to patents awarded.
2. Supply information relative to patent applications filed.
3. Supply patent number.

- G. Other evidence

1. Describe any journal editorships and review activities for journals.
2. Describe any work in progress and its status, e.g., submitted, second review, etc.
3. List research papers presented. Identify those published in (C) or (D) above. If co-authored, indicate your role. Identify refereed papers.
  - a. Papers presented at national or international meetings or conferences.
  - b. Papers presented at regional, state, or local meetings or conferences.
4. Provide information concerning the significance of the activity described in sections A through G of this part of the review, e.g., reviews or published works, letters of commendation or evaluation, publication citations, honors, awards, and recognitions.

#### IV. Service

Specify % of appointment by year

Include only service involving professional competence and related to but not involving teaching, professional performance of assigned duties, or research or creative activities.

- A. Service in the university, college, or department.

Such service might include work with prospective students, work intended to enhance public understanding of the university, college or department; or work to develop the service function of the university, college or department. Provide details.

1. University service
2. College service

3. Department service
- B. Provide information concerning service in academic and professional organizations.
    1. International and national organizations
    2. Regional and state organizations
    3. Local organizations
    4. Student organizations
  - C. Provide information concerning service to state, national or international agencies (service with governmental agencies, commissions, boards, or other entities, or consulting).
  - D. Provide information concerning other kinds of professional service (for example, adult education and extension work, outreach and executive education programs, and community service – if performed as a representative of the University).
  - E. Provide information concerning the significance of the service described in Parts A through D of this section of the review. Such things as honors, awards, citations or patron evaluations, and peer reviews might be included.